



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY EUROPE REGIONAL MEDICAL COMMAND  
CMR 442  
APO AE 09042

REPLY TO  
ATTENTION OF:

19 SEP 2005

MCEU-S

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: ERM/ERDC 2005-2006 Winter Safety Campaign

1. **REFERENCES.** Tab A lists references.

2. **COMMANDERS INTENT.** The motto for the 2005-2006 ERM/ERDC Winter Safety Campaign is "*Don't Walk By.*" If you walk by a dangerous condition that involves Soldiers, civilians, or patients and do not try to fix the problem, you have set a new and lower standard. Everyone must get involved and fix the problem. The intent of this campaign is to continue to support the Secretary of Defense goal of reducing the number of accidents by 75% by the end of FY08. This campaign will focus on saving Soldier, civilian, and local national employee lives by implementing new tools and techniques initiated by the U.S. Army Combat Readiness Center (CRC). The plan will also focus on the upcoming winter weather hazards as we continue to execute deployment, redeployment, and Global Rebased and Restationing operations.

3. **PURPOSE.** This memorandum is in accordance with the USAREUR 2005-2006 Winter Safety Campaign and will run from 1 October 2005 through 30 April 2006. This campaign contains numerous taskings for subordinate units. Commanders must be proactive now in organizing the mandatory training contained in this campaign in conjunction with Safety Stand Down Days, officer/NCO professional development classes, or on the unit training schedule.

a. The purpose of this campaign is to:

- (1) Implement the mandatory elements in the USAREUR Winter Safety Campaign.
- (2) Continue efforts to achieve "**unit safety certification.**"
- (3) Continue to place emphasis on subject areas contained in the previous safety campaigns.
- (4) Achieve USAREUR goal of **no loss of life** and minimal injuries and equipment damage.

b. Commanders must meet the following Winter Safety Campaign requirements by the following three suspense dates:

(1) **1 December 2005.** - Cold Weather Injury & Carbon Monoxide training, Winter Driver training, Listing of Army Motor Vehicle (AMV) Licensed Drivers that contains the date the individual received Winter Driver training, Weapons Clearing training, Risk Management Information System (RMIS) Video, Preliminary Loss Report 0569 Video (Truck & Family),

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Number of Licensed Motorcycle Drivers, Number trained in Motorcycle Safety Foundation (MSF) Course. The percentage of supervisors trained in Job Hazard Analysis and actual percentage of Job Hazard Analyses completed will be reported.

(2) **30 January 2006** - Radioactive Item Inventory, Family Readiness Group Safety Information Presentation, Listing of Army Motor Vehicle (AMV) Licensed Drivers that contains the date the individual received Accident Avoidance training, 1<sup>st</sup> QTR MTF/MEDCEN Accident Summary, Total Number of Accidents Submitted to ARAS, the percentage of supervisors trained in Job Hazard Analysis and actual percentage of Job Hazard Analyses completed will be reported.

(3) **1 April 2006** - Comply with requirements of Unit Safety Certification that include: Commander taking the Commander Safety Online Course, Senior NCO taking the Commander's Safety Course Online or the Senior NCO Safety Course or the SOC 40 Course, the Safety Officer/NCO taking the SOC 40 Class and appointed on orders, unit members briefed on the Cody Model, unit safety officers/NCOs signed up for the RMIS and Accident Report Automation System (ARAS) system, the EUR Safety List Server, and the Countermeasure and Impax magazines. The percentage of supervisors trained in Job Hazard Analysis and actual percentage of Job Hazard Analyses completed will be reported.

c. Junior officers and noncommissioned officers (NCOs) are critical to the success of our unit safety programs. It is essential that junior leaders accept responsibility for spearheading the unit Winter Safety Campaign. Unit commanders and other leaders must set the example, be energized, and committed to the safety and accident prevention program. "**Contact level**" leadership must be backed up with two levels of active leader involvement and associated guidance, mentoring, and assistance.

#### 4. CURRENT ASSESSMENT.

a. Accident Reporting. The U.S. Army Combat Readiness Center (CRC) has developed the Accident Report Automation System (ARAS) which is a Web-based tool that automates the completion and submission of an accident report. The ARAS report is a step-by-step process to make online accident reporting easier. All clinic/company sized units within the ERM/ERDC will report all accidents using ARAS online. Approval and submission of accident reports is authorized at the clinic/company level. Units will copy furnish an electronic copy of the accident report using ARAS to their next higher level of command. Medical and Dental Clinics will furnish an online electronic copy of the ARAS report to their respective MEDDAC/DENTAC/MEDCEN Safety Manager.

b. Safety Goals as a Rating Element. Performance standards for military and civilian managers and supervisors within the ERM/ERDC will include accident prevention and Occupational Health responsibilities as a rating element. The success or shortcomings of managers or

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supervisory personnel in performing safety and occupational health responsibilities will be considered in U.S. Army civilian employee appraisals, officer and non commissioned officer evaluation reports. This is part of the ERM/ERDC Commanding General's policy letter on safety as well as a requirement listed in AR 385-10, paragraph 1-5 (f), The Army Safety Program.

c. **Unit Safety Certification.** Unit safety certification is an ongoing process. Units that have not achieved this certification must do so during this campaign. Units achieve Unit Safety Certification by providing specified safety training to the Commander, Senior NCO, and Safety Officer/NCO and by maintaining access to important websites containing safety information. The USAREUR Safety Office will award certificates to units on completion of certification requirements. Unit Safety Certification must be maintained as personnel rotate. Units that have met all the requirements will request certification by submitting a memorandum through their chain of command (through ERM/ERDC) to the USAREUR Safety Office. The requirements for certification are:

- (1) Medical Treatment Facility (MTF), Dental Activity Commanders, Clinic, and Unit Company Commanders complete the Commanders Safety Course Online (<https://safetylms.army.mil>).
- (2) Senior NCO at each command level complete the Commanders Safety Course Online, Senior Safety NCO Course, or the SOC 40 Course.
- (3) Unit Collateral Duty Safety Officer/NCO at each command level complete the SOC 40 and be appointed on orders.
- (4) Soldiers trained on the concept of the **Cody Model** (see Army Safety Campaign Plan).
- (5) Unit Collateral Duty Safety Officers and Safety NCOs registered for the Eur-Safety Net List Server. These list servers are used to distribute safety information. Registration procedures can be found at the following Web Site:  
[http://www.per.hqusareur.army.mil/services/safetydivision/list\\_servers.htm](http://www.per.hqusareur.army.mil/services/safetydivision/list_servers.htm)
- (6) Unit Collateral Duty Safety Officers and NCOs are registered and using the U.S. Army Safety Center Online Accident Reporting Automation System (ARAS) and the Risk Management Information System (RMIS).
- (7) Unit subscribes and receives the U.S. Army Safety Center Countermeasure and Impax magazine.

5. Commanders will implement the following:

a. **Cold Weather Injury Prevention & Carbon Monoxide Training.** Training is for Soldiers and civilians and the slides are available at  
[http://www.per.hqusareur.army.mil/services/safetydivision/usareur\\_winter\\_safety\\_campaign](http://www.per.hqusareur.army.mil/services/safetydivision/usareur_winter_safety_campaign).

b. **Winter Driver Training.** All military and civilian personnel who have a military vehicle license (OF 346) for tactical or non-tactical vehicles must receive Winter Driver Orientation according to AE Regulation 600-55. AE Regulation 600-55 states that winter driver training will

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be conducted and documented annually. AE Regulation 385-55, Appendix D, provides the program of instruction for this training at

<https://www.aeaim.hqusaer.army.mil/library/reg/pdf/ur385-55.pdf>. Commanders will ensure vehicle licenses (OF 346) and DA Form 348 (Equipment Operator's Qualification Record) are annotated with a stamp or statement that reads: "Winter Driving Orientation, (year completed)." Videos and other methods of conducting training are also acceptable. Winter Driver training videos are available at the USAREUR Safety Website at:

[http://www.per.hqusaer.army.mil/services/safetydivision/traffic\\_safety\\_videos.htm](http://www.per.hqusaer.army.mil/services/safetydivision/traffic_safety_videos.htm). Units will submit a listing of everyone who has a military drivers license and the date they completed Winter Driver Orientation training.

c. **Radioactive Item Inventory.** Report the total number of radioactive materials your unit has and what they are. According to AR 11-9, The Army Radiation Safety Program, units must perform an annual inventory of their radioactive items.

d. **Weapons Clearing Training.** Soldiers will be trained on the new procedures for clearing weapons, negligent weapon discharges, muzzle awareness, and trigger finger position.

e. **Job Hazard Analysis (JHA) Training.** The goal for every unit within ERM/ERDC is to conduct a job hazard analysis on 25% of their employees each fiscal quarter in order to reach 100% by 30 September 2006. Each MTF/MEDCEN Safety Office must give a class to supervisors on job safety analysis to educate Soldiers and civilian supervisors on what a job hazard analysis is and how to conduct one and report back the percentage of supervisors trained and percentage of compliance in conducting the job hazard analyses.

f. **Family Readiness Group Safety Presentation.** Units will provide family members information on relevant safety topics using the family readiness group as a means to communicate such information.

g. **Accident Avoidance Training – Army Motor Vehicle Licensed Drivers.** Units will report the total number of Soldiers and civilians who have Army Motor Vehicle driver licenses as well as the percentage of those who have completed the Accident Avoidance training. All Active Army, Army Reserve, and civilian personnel who have Army Motor Vehicle Licenses must complete instruction in Accident Avoidance IAW AR 385-55. Individuals who complete this online course will be able to print out a course completion certificate. This required training will be documented on the operator's DA Form 348 (Equipment Operator's Qualification Record). This training is available online at the USAREUR website at: [http://www.per.hqusaer.army.mil/services/safetydivision/new\\_page\\_19.htm](http://www.per.hqusaer.army.mil/services/safetydivision/new_page_19.htm). Units will submit a listing of everyone who has a military drivers license and the date they completed Accident Avoidance training.

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h. **Motorcycle Safety Foundation (MSF) Course**. Units will report the total number of Soldiers who have a motorcycle license as well as the total number of Soldiers who have completed the Motorcycle Safety Foundation (MSF) class, IAW AE Regulation 190-1.

i. **Risk Management Information System (RMIS) Video and Preliminary Loss Report (PLR) 0569-Truck Accident and 0569-Family Videos**. Units will show these three videos in conjunction with Officer/NCO Professional Development classes or for safety briefings prior to long holiday weekends. These videos are located on the Combat Readiness Center (CRC) Website at: <https://crc.army.mil/home/>. Click on Media & Pubs, Videos, and Video Index.

j. **Total Number of Accidents Submitted to ARAS**. Units will report the total number of accidents and injuries reported since the beginning of this campaign using the online Accident Report Automation System (ARAS).

k. **MTF/MEDCEN Accident Summary**. Each MTF/MEDCEN will report on a quarterly basis the total number of recordable accidents/injuries and type of accident/injuries in graph format to the ERM/ERDC Safety Office. The graph format for this information will be standardized and sent to each MTF/MEDCEN Safety Office during the 1<sup>st</sup> QTR FY06. Each report will be due 30 days after the end of each quarter (30 Jan, 30 Apr, 30 Jul, 30 Oct).

l. **"Under the Oak Tree" meetings** - These meetings remain mandatory and must be executed according to the Bell Sends Message #19-04 and memorandum, HQ, USAREUR/7A, AEAGA-S, 10 May 2004, subject: Memorial Weekend - Summer Under the Oak Tree. NCOs must have open, face-to-face communication with their subordinates and make a verbal contract with them before each Soldier goes on leave. See TAB B for details of the verbal safety contract.

m. **Redeployment Safety Briefings** - Unit commanders must conduct Redeployment Safety Briefings for Soldiers returning from deployment before allowing them to take block leave. The briefing should include: POV and motorcycle re-familiarization (refresher training on local traffic laws and valid licensing and vehicle registration), winter driving hazards (black ice and fog), stress management, suicide prevention, and drug and alcohol awareness. Redeployment safety briefings must be documented.

n. **Redeployment POV Requirements** - Ensure Soldiers returning from deployments longer than 9 months will not be authorized to operate a POV until their license and registration are validated, their vehicle is inspected (if it has been in long term storage) and they have received a reorientation on driving laws and conditions in the local area.

o. **Redeployment Motorcycle Requirements** - Ensure Soldiers and DA civilians returning from deployments longer than 9 months who are licensed by USAREUR to operate a motorcycle and are reasonably expected to do so are scheduled to attend a Motorcycle Safety Foundation

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Basic or Advanced Rider Course unless they have proof of attendance within the last 3 years of the first day of block leave.

p. **Drivers Risk Awareness Questionnaire** - Read and implement the Army in Europe Policy Letter 3, Safety and develop actions to target high-risk individuals and POV travel. Utilize and complete the Drivers Risk Awareness Questionnaire located on the USAREUR Safety Web Site for every Soldier in the unit.

q. **Safety Awards Program** - Actively pursue giving recognition and awards to deserving individuals for exemplary safety records, programs, actions that motivate behavioral change and exceptional support of the safety campaign. Nominate individuals or groups for the USAREUR Safety Incentive Awards Program IAW AE Reg 672-1. The USAREUR Safety Office will give certificates to units who complete the requirements for Unit Safety Certification. Units who have gone 12 months without any DUI/DWI convictions may nominate themselves for the USAREUR Certificate of Merit for Safety (UR Reg 385-55). Nominations must be sent through the chain of command, through ERM/ERDC, to USAREUR Safety NLT 30 December 2005.

6. The ERM/ERDC Public Affairs Officer will publish the Winter Safety Campaign information in the ERM/ERDC Monthly Newsletter and other appropriate media beginning 15 September 2005 and continuing until 30 April 2006.

7. Point of contact for this action is the ERM/ERDC Safety Manager, Carol Fontanese, DSN 371-3350 or commercial 06371-17-3350.

CARLA HAWLEY-BOWLAND  
Brigadier General, USA  
Commanding

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## **TAB A - REFERENCES**

### **1. WEB SITE ADDRESSES**

U.S. Army Combat Readiness Center (CRC) – <https://crc.army.mil/home/>

USAREUR Safety – [www.per.hqusareur.army.mil/services/safetydivision/main.htm](http://www.per.hqusareur.army.mil/services/safetydivision/main.htm)

USAREUR Reintegration – <http://www.per.hqusareur.army.mil/reintegration>

U.S. Army Center for Health Promotion & Preventive Medicine – <http://chppm-www.apgea.army.mil>

USAREUR G3 Weather Page – <https://www.g3.hqusareur.army.mil/divisions/ops/asgconditions/>

USAFE Operational Weather Squadron – <https://ows.sembach.af.mil/regional/ceneurope>

USAFE Operational Weather Squadron – <https://ows.sembach.af.mil/5day/>

21<sup>st</sup> Theater Support Command Safety – <http://www.21tsc.army.mil/aerpe/index.htm>

Commanders Safety Course Online - <https://safetylms.army.mil/user/catalog.asp>

Civilian Human Resources Agency - Europe (Civilian FECA Accident Reporting) – <http://www.chra.eur.army.mil/>

Army Community Service (Domestic Violence Info) – [http://www.armycommunityservice.org/vacs\\_advocacy/home.asp](http://www.armycommunityservice.org/vacs_advocacy/home.asp)

### **2. ARMY REGULATIONS**

AR 11-9, The Army Radiation Safety Program

AR 40-5, Preventive Medicine

AR 385-10, The Army Safety Program

AR 385-40, Accident Reporting and Records

AR 385-55, Prevention of Motor Vehicle Accidents

AR 600-55, The Army Driver and Operator Standardization Program (Selection, Training, Testing, and Licensing)

AR 600-85, The Army Substance Abuse Program

AR 608-18, The Army Family Advocacy Program

AR 750-6, Ground Safety Notification System

AR 672-74, Army Accident Prevention Awards Program

### **3. ARMY PAMPHLETS**

DA PAM 385-1, Small Unit Safety Officer/NCO Guide

DA PAM 600-24, Suicide Prevention and Psychological Autopsy

DA Pam 600-70, U.S. Army Guide to the Prevention of Suicide and Self-Destructive Behavior

### **4. OTHER DA DOCUMENTS**

FM 4-02.17, Preventive Medicine Services

FM 4-25.12, Unit Field Sanitation Team

FM 21-10, Field Hygiene and Sanitation

FM 21-11, First Aid for Soldiers

FM 21-18, Foot Marches

FM 21-20, (w/Change 1), Physical Fitness Training

FM 21-305, Manual for the Wheeled Vehicle Driver

FM 100-14, Risk Management

STP 21-1 SMCT, Soldier's Manual of Common Tasks Skill Level 1

TC 21-3, Soldier's Handbook for Infantry Operations and Survival in Cold-Weather Operations

TC 21-305, Training Program for Wheeled Accident Avoidance

### **5. ARMY IN EUROPE/USAREUR REGULATIONS**

AE Reg 55-1, United States Army Motor Vehicle Operations on Public Roads

AE Reg 55-4, Joint Regulation for the Safe Movement of Hazardous Goods by Surface Modes

AE Reg 190-1, Joint Regulation - Registering and Operating Privately Owned Vehicles in Germany



AE Reg 350-1, Training in the Army in Europe

AE Reg 385-7, Respiratory Protection Program

AE Reg 385-29, Safety and Occupational Health for Local National Employees in Germany

AE Reg 385-40, Accident Reporting and Records

USAREUR Reg 385-55, Prevention of Motor Vehicle Accidents

USAREUR Reg 385-64, USAREUR Explosives Safety Program

AE Reg 600-55, Driver and Operator Standardization Program

USAREUR Reg 750-6, Ground Safety Notification System

## **6. ARMY IN EUROPE/USAREUR PAMPHLETS**

AE Pam 385-1, Safety Themes

AE Pam 385-15, Leaders Operational Accident Prevention Guide

AE Pam 385-15-1, Commanders Convoy Checklist and Risk Assessment

AE Pam 385-15-2, Commanders Rail Operations Checklist and Risk Assessment

AE Pam 385-15-3, Port Operations Checklist and Risk Assessment

AE Pam 385-15-4, Sea and Supercargo Operations Checklist and Risk Assessment

AE Pam 385-15-5, Leaders Guide to Force Protection in Physical Training Running Formations

AE Pam 385-15-6, Risk Assessment

AE Pam 385-15-7, Weapon Handling Procedures

## **7. OTHER ARMY EUROPE/USAREUR DOCUMENTS**

AE Command Policy Letter 3, Safety, 4 May, 2003

AE Command Policy Letter 28, Suicide Prevention, 4 May, 2003

Memorandum, HQ USAREUR/7A, AEAGA-S, 10 May, 2004, subject: Memorial Day Weekend-Summer Under the Oak Tree

## **8. BELL SENDS SAFETY MESSAGE SUMMARY**

BELL SENDS #1, Deployment Safety, 31 January, 2003

BELL SENDS #3, SAFETY ALERT – Rail Operations, 19 April, 2003

BELL SENDS #4, SAFETY ALERT - Fatalities, 13 May, 2003

BELL SENDS #5, SAFETY ALERT - Motorcycle Fatalities, 17 June, 2003

BELL SENDS #7, Motorcycle Carnage Continues, 8 July, 2003

BELL SENDS #9, Motor Vehicle Safety – Auto Crash Kills Soldier, 1 August, 2003

BELL SENDS #10-04, Soldier Reintegration on Return From OIF, 9 January, 2004

BELL SENDS #13-04, SAFETY ALERT - Alcohol Related Fatalities, 19 February, 2004

BELL SENDS #19-04, SAFETY ALERT - POV Crash-Soldier Killed-Leader-Soldier Communication, 13 May, 2004

BELL SENDS #20-04, SAFETY ALERT – Motorcycle Safety, 21 May, 2004

BELL SENDS #23-04, Driving Safety and Defensive Driving Techniques, 19 July, 2004

BELL SENDS #24-04, Labor Day Weekend Safety, 2 August, 2004

BELL SENDS #28-04, SAFETY ALERT – Soldier Killed in Army Vehicle Crash, 8 September 2004

BELL SENDS #19-05, SAFETY ALERT – Soldier Dies of Apparent Drug Abuse, 16 April 2005

BELL SENDS #20-05, SAFETY ALAERT – Youth Electrocuted While Climbing on Railcar, 27 April 2005

BELL SENDS #24-05, SAFETY ALERT –Two Soldiers Killed in Motorcycle Crash, 19 May 2005

BELL SENDS #25-05, SAFETY ALERT – Another Railcar Electrocution, 7 June 2005

## **TAB B – GENERAL BELL REQUIREMENT – MEETING UNDER THE OAK TREE**

1. Before weekends and holidays, and before Soldiers go on pass or leave, first-line officers/noncommissioned officers (NCOs) will give a safety briefing, and first-line NCOs will meet with each Soldier to discuss the Soldier's off duty plans. This process, called "Meeting Under the Oak Tree," ensures that leaders are aware of their Soldiers' plans and are able to discuss the risks associated with those plans. It also ensures that the first-line leader/supervisor is able to make a verbal contract with the Soldier in which the Soldier agrees to take steps to mitigate those risks. Soldiers will not be granted pass or leave until they discuss their plans with their first-lines NCOs and a safety behavior contract is reached between the NCO and Soldier.
2. Memorandum, HQ, USAREUR/7A, AEAGA-S, 10 May 2004, subject: Memorial Day Weekend – Summer Under the Oak Tree, established the "Meeting Under the Oak Tree" requirement. This memorandum complements and must be used with the individual risk-assessment requirements of my Army in Europe Command Policy Letter 3, enclosure 4.
3. The Off-Duty Risk Assessment is on the USAREUR Safety Web site. The verbal "Meeting Under the Oak Tree" contract meets the separate, off-duty risk assessment requirements prescribed by Army in Europe Command Policy Letter 3, enclosure 4, paragraph 2c.
4. In addition to making a verbal contract, Soldiers will complete a driver's risk-assessment questionnaire in conjunction with their first-line NCO. The purpose of this questionnaire is to establish the Soldier's basic risk indicators for subsequent reference by the first-line NCO. This questionnaire is on the USAREUR Safety Web site. The questionnaire must be downloaded before it can be used. Once downloaded, the questionnaire must be completed for each Soldier. When necessary, first-line leaders will require Soldiers to complete the questionnaire again to maintain currency.
5. Before "Meeting Under the Oak Tree," the NCO will review the Soldier's risk assessment. In open, honest conversation, the NCO and the Soldier will then discuss the Soldier's plans. The Off-Duty Risk Assessment will be used to guide the discussion.
  - a. The Soldier is responsible for disclosing his or her plans and the risks involved.
  - b. The Soldier and the NCO are jointly responsible for--
    - (1) Identifying additional risks and procedures for mitigating the risks.
    - (2) Making a verbal agreement on a course of action and any contingency plans.
  - c. NCOs will not allow Soldiers to go on pass or leave until satisfied that the risks have been identified and sufficiently mitigated, and the Soldier and NCO have a verbal agreement.
  - d. The Soldier is responsible for executing the verbal contract and following the risk-assessment and risk management process as conditions affect the contract.

e. Battalion leaders are responsible for verifying the integrity of this process and ensuring that Soldiers are held accountable.